

## **DESCRIPTION OF A/E SERVICES**

**COR – Contracting Officer’s Representative Services** – COR role and responsibilities consist of administrative oversight of any out sourced work or service to architect/engineers, construction contractors, or other vendors. Deliverables for these services range from assisting in solicitation preparation, generating or issuing a statement of work (request for proposal), evaluate and/or negotiate proposals, monitor progress and process invoices, facilitate contracting officer/customer/contractor issues that may arise, and insure compliance of contract terms/conditions.

**TS – Technical Support Services** – Technical support consists of any unforeseen, or foreseen, miscellaneous requests for technical staff with specialized expertise to provide input, feedback, or advice. Often the assistance requires less than 40 hours of effort and no associated direct cost items. Example deliverables are product or specification information/review/recommendation, code or standard interpretation, validation of manufacture representative’s information, contractor’s means and methods of work being performed, or industry standards information.

**PD – Pre-Design Services** – Pre-design services consist of those technical architectural/engineering that encompass early project development. Activities included in PD are project programming, space schematics/flow and bubble diagrams, existing facilities surveys, economic and feasibility analyses, project budgeting, scheduling and coordination of owner to identify project needs. Deliverables for these services could include trip/meeting reports, feasibility level design studies, cost estimates (class D), programming documents, project narratives and justification for funding documents.

**DS – Design Services** – Design services consist of those technical architectural/engineering activities which take a project programming document (from PD) and develop it through contract documents. Phases of the design include Schematic/Conceptual Design (15%), Design Development (30%) and Construction Document (100%) Services. These services include development of alternative design solutions during schematic/conceptual design which satisfy BLM requirements (e.g. square footage, site configuration, budget, architectural/aesthetic considerations) and developing the preferred solution by the completion of the schematic/conceptual design phase. During the design development phase of the project, architectural / engineering details, calculations, analyses and cost estimates (Class C) are performed. This is the fine tuning phase of the project, before detailed A/E studies are performed. Following design development and after selection of the preferred alternative, the final contract documents are prepared. Deliverables for these services could include trip/meeting reports, design drawings/reports, architectural/engineering plans and elevations, final design drawings/specifications, cost estimates (class A, B and C) and contract bid assistance.

**CS – Construction Administration Services** – Construction administration services consist of all project related activities once a contract has been awarded to the successful offeror. Deliverables for these services could include conducting pre-construction meetings, review of submittals (shop drawings, cut-sheets, proposed product substitutions, etc.), construction observation and documentation, review/negotiation of proposed modifications, review/approval of O&M manuals, facility acceptance/rejection, and post occupancy services (1-yr warranty inspection, user survey/s, performance evaluation, etc.).

**PS – National Engineering Program Support Services** – Program support services consist of assistance in the development, implementation, and/or maintenance of national BLM initiated programs that are mandated by law or policy. Deliverables include audit reports, condition assessments, supporting WO in development of manuals, creating/updating technical references, FAMS coordination, protocol development, and overall program management.

**SS – Supplementary Services** – Supplemental services can consist of any other related architectural/engineering support activities to assist in product/project delivery. Example deliverables are value engineering, life cycle cost analysis, safety assessments, accessibility reviews, energy audits, leasing studies, code and/or compliance reviews,.

**ST – AE Standards Services** – Architect/Engineering standards support consist of preparing, reviewing, or implementing new or existing standard operating procedures. Deliverables can include drafting/validating business rules, training/assisting with Guide Specs., reviewing and recommending drawing and CADD standards, developing and/or preparing standard plans or details, analyzing and recommending best management practices, and the assessment and recommendation of standard operating procedures.